

Let the

FUNSHINE through!

"... by providing opportunities for life-enriching experiences and service that is second to none."



Infuse FUNshine into the lives of others!

If you are looking to build a great career and love your job... then the Desert Recreation District is for you!

ASSISTANT TO THE GENERAL MANAGER

Salary Range: \$78,000 – \$97,500 annually
Full-time

At the Desert Recreation District, our team members are our greatest asset, and we value, respect and support them in their efforts to succeed and excel. This year, we are celebrating our 60th anniversary and our mission remains the same - *to provide life-enriching experiences and service that's second to none!*

Each year we proudly serve over 600,000 guests throughout the Coachella Valley in our programs and facilities by providing excellence in recreation. *How do we do that?* By hiring dedicated team members who are great at what they do and passionate about making a difference. Sound like a great place to work? It is - **AND WE ARE HIRING!** Join our team as the **Assistant to the General Manager** and enjoy an atmosphere that is personally and professionally challenging, rewarding and fun!

(Position overview on the back of this form)

POSITION OVERVIEW:

- Performs work of unusual complexity in assisting the General Manager in the operation and administration of the District government.
- Conducts technical administrative and management studies including contract compliance, operations support, cost analysis and policy/procedure development and administration.
- Performs research, compiles and analyzes data and formulates recommendations.
- Responsible for the design, implementation, administration, monitoring and evaluation of various District programs.
- Oversees contract administration and responsible for grant research, application and administration.
- Develops collaborative partnerships with other governmental agencies and outside organizations.
- Represents the General Manager with inter-agency business; makes presentations regarding District programs and policies.

QUALIFICATIONS SUMMARY:

- **Education** - Bachelor's degree in public or business administration or closely related field (Master's degree preferred), and
- **Experience** - Three (3) years of increasingly responsible professional experience in policy and/or program analysis, administrative management, operations or similar analyses. Lead or supervisory experience and demonstrated program administration responsibility are desirable.
- Knowledgeable in organizational development, economic development, redevelopment and other general project/program management.
- Demonstrated ability in designing and compiling data and reports, creating presentations, analyzing data and making recommendations.
- Requires strong reasoning and analytical skills.
- Adept in practices of municipal government, procedural analysis and contract management.
- Able to excel under pressure of deadlines, multiple projects and tasks of unusual complexity.
- Strong communication and presentation skills including business and technical writing skills.

TOTAL COMPENSATION:

- Salary Range: \$78,000 – \$97,500 annually
- Premium Paid Medical, Dental and Vision Coverage (for team members and their dependents)
- Life Insurance and Long-term Disability Coverage
- Paid Time Off (vacation, sick, management leave and holidays)
- Defined Contribution Retirement Plan
- Tuition Reimbursement
- Employee Referral Program
- Employee Service Awards
- Employee Assistance Program
- Free District membership and program discounts

(All benefits are subject to District policy. The District reserves the right to change, alter or discontinue any benefit.)

HOW TO APPLY:

Become a Desert Recreation team member and let the FUNshine through you! Begin our Recruitment Process online at www.desertrecreationdistrict.ca.gov/about/employment_process.htm and apply today.



For more information on your career opportunities, talk to one of our amazing team members or visit our website at www.desertrecreationdistrict.ca.gov

The District is an equal opportunity employer. Employment is contingent upon the completion of background screening which includes a controlled substance test.

respect integrity teamwork excellence